REQUEST FOR EXCEPTION TO INFORMATION TECHNOLOGY STANDARDS AND POLICIES

INFORMATION TECHNOLOGY DEPARTMENT
SFN 51687 (4-2002)

	Request Number *(ITD Use Only)*
Department Name	Department Number
Contact Person	Telephone Number

Standard for Which Exception is Requested

Justification for Request

Alternative technology or service and its impact

Cost of Item $

Signature	Date

ITD

☐ Approved ☐ Disapproved	Expiration Date
Conditions/explanation:	

Signature (ITD Operations)	Date
Signature (Information Technology Planning)	Date

Exceptions to Information Technology Standards

Unless stated otherwise in a specific standard, all exceptions to state information technology standards will be handled in the manner described below. For a time during the process of migrating to the standards, existing agency business needs may require the acquisition of some non-standard hardware/software to maintain business functions. The length of the exception depends on the nature of the standard, the agency needs, and the compliance requirements. It will be assumed that agencies are making every effort to move toward the standards and that they will not deliberately invest in non-standard technology. Beginning with the year 2000 IT plan, agencies will identify those areas of non-compliance with the standards and include an explanation of the exception to standards or provide a migration strategy to the standards.

Definition

An exception to the standards is defined as any basic technology or service that does not comply with the standards.

Exception Process

Agencies needing an exception to a standard will submit a written request to the Information Technology Planning Section, Information Technology Department. Upon receipt of the Exception to Standards, a notice will be returned to the submitting agency acknowledging receipt of the exception request.

Exception request to include:

- The standard from which an exception is requested.
- A description of the technology or service requested.
- Explanation on how the technology or service will be used.
- Cost of the technology or service.
- Alternate solution and its impact.
- Name and phone of the contact person.
- Signature of the director of information technology or the agency director.

The criteria for evaluating requests for exceptions will be:

- External stakeholders require the use of specific products that do not comply with the ND standards.
- Presence of in-house developed applications that have/meet special needs.
- Evaluation of new technology that may be considered as part of the standards in the future.
- A package obtained from a third party (or an outsourced system) includes, as an integral part, a non-standard database. However, a major evaluation criterion for any package should be whether its database is standard. If an RFP calls for a computerized system that includes a database, it should include a provision that the database will be a standard product.
- The funding resources are not available to make the upgrades necessary to comply with the standards or the expenditure required to comply with the standard is too high.